February 28, 1964

MEMORANDUM FOR MISS FARRAR

From: Howard P. Willens

Re: Tentative File Classification

As a result of our conference earlier this week I have reviewed the copy of the tentative file classification which you have supplied us. Nothing in this memorandum is to be taken as criticism of your work or in any way operating to delay your efforts in establishing the files of this Commission on a proper basis. I submit these thoughts for whatever consideration you believe is appropriate:

1. I think that the section of Key Persons should be expanded to include Lee Harvey Oswald's brother Robert and his mother, Mrs. Marguerite C. Oswald. I think you should establish a procedure of placing all witnesses called before the Commission in the category of Key Persons.

2. Under John F. Kennedy, I have some question as to the need of making separate subheadings of Items b, c, d, and f. It seems to me that these might be combined into one or two folders at this time.

3. I think you should make a special effort to insure that the security precautions followed by the Secret Service prior to the trip to Dallas and during the trip be treated as an important and separate subject. This would include much of the material contained in the Secret Service summary report. I do not see from my preliminary review precisely where this will fit into your index.

4. Subheadings 8 and 10 under John F. Kennedy really have very little to do with him. These are matters which do not lend themselves to categorizing under Key Persons. I think we should consider establishing a new heading under security precautions which would include these and related matters.

5. I raise the question for your consideration whether there should be a separate file on correspondence between Oswald and various people such as his mother, brother and various political organizations.

6. Subheading D under Lee Harvey Oswald - Background should not be here, but rather under the Investigation and Evidence section dealing with Oswald. There also should be another file in this category concerning Oswald's threats against Hosty which have recently come to light.

7. Subheading 10 on Motive might be better placed under Investigation and Evidence rather than in the Background section.

8. Subheading M might be divided further depending upon the time at which the writings were coherently prepared or depending upon the subject matter of the writings.

9. I am inclined to believe that the principal folders dealing with Oswald should be as follows:

a. Oswald - early background, including military service, until departure for Russia.
b. Russian period
c. Post Russian period, including Marxism trip, until November 22, 1963.

If the above scheme is followed I think there should be a separate section entitled Investigation and evidence regarding the assassination of President Kennedy, with no reference to Lee Harvey Oswald in the main category heading. Under this heading I think could be included many of the subheadings currently contained in your Investigation and evidence section. It might go something like this, with proper subheadings:

a. Assassination site
b. Number of flights
c. Arrest of Oswald
d. Evidence against Lee Harvey Oswald
e. Other suspects

10. Under Section Gerald I think you should have additional subheadings regarding her background in Russia and the time she lived with Lee Harvey Oswald in the United States. Some additional headings which occur to me include the following:

a. Entry into the United States
b. Russian-speaking associates in Fort Worth and Dallas
c. Activities after assassination
d. Relationship with Jesse Garcia
e. Probable custody of Secret Service

11. Under the Residential Correlation area, there should be a file which will contain internal memorandums prepared by various members of the staff, possibly in chronological order. I do not know what your plans are for filing this material, and I will be glad to discuss it with you further.